

Door County 4-H Executive Committee Meeting Minutes  
Monday, August 7, 2023  
6:00 p.m. – Jr. Fair Building, Fairgrounds

Interim Executive Committee Members

Theresa Kinnard, Co-President  
Krissy Phillips, Co-President  
Kimberly Lenius, Vice President  
Amanda Larson, Secretary  
Michelle Brickner, Treasurer  
Chris Kay

Others:

Candis Dart, 4-H Program Educator  
Judeen Hanson, Administrative Assistant

MINUTES

- 1) Call to Order & Roll Call
  - a) Meeting called to order at 6:11 pm. Members present are highlighted above.
- 2) Approval of Agenda
  - a) Motion to approve – Chris
  - b) Second to approve - Kimberly
- 3) Secretary's Report
  - a) Review follow up items from last meeting:
    - i) **DONE** – talked to Jim Wautier & the Little Britches show will be around 12:45 on Sunday. Krissy – Follow up needed: Will try to contact Dan Vandertie to see if we can get the timing of the Little Britches show.
    - ii) **DONE** – will review listing after the fair, but if you can, please talk to these people at the fair while we see them in person. Candis - Follow up needed: Candis will email the list of adult leaders out to the group.
    - iii) **DONE** – these will be delivered daily along with anything else we place an order for the night before. Jon's # is 920-493-8362. Michelle - Follow Up Needed: Waiting on a response from Jon at Econo regarding the Milk & Chocolate Milk order.
    - iv) **DONE** – the license has been signed & mailed in with a check. Have not received any paperwork confirming the license. Candis - Follow Up Needed: What license &/ requirements need to be met to have this kitchen.
    - v) **DONE** – the instructions were hung up in the kitchen. Krissy - Follow Up Needed: Write up instructions & have them laminated.
  - b) Motion to approve – Kimberly
  - c) Second to approve - Theresa
- 4) Treasurer's Report was presented
- 5) 4-H Program Educator Updates ... Candis
  - a) Have 3 kids going to do a radio interview with WDOR Tuesday at 10:30 & would like to give them a Dairy Bar coupon for doing this. Committee approved & all agreed.

- b) Annual Financial Reports were emailed & mailed out to all Clubs. These are all due before Wednesday, August 30<sup>th</sup> 2023 to Candis to review.
  - c) County asked to borrow the soft serve machine. Krissy stated Jon took the machine & we will have to decide if we are keeping the machine or buying a new one. The County will have to talk to Jon as to where the machine is now, but the Committee approve & agreed to let the County use the soft serve machine.
  - d) Touched base with Cloverbud judges & everyone is ready to go.
- 6) Correspondence, if any
- a) When is the Dog Show going to be held? Wednesday, August 9<sup>th</sup> at 8 am in the building where the kids show & magic shows occur.
- 7) Business
- Door County Community Foundation Fund Agreement
    - **DONE** – agreement reviewed & signed. Will be dropped off this week. Follow up needed - Bret replied 7-21-23 stating they will draft up a “Fund Agreement” & send it over.
    - Motion to approve – Amanda
    - Second to approve - Theresa
  - 4-H Dairy Bar Food Stand
    - **DONE** – the instructions were hung up in the kitchen. Krissy – Follow up needed: Finish walking taco instructions. Please send to Judeen to print & laminate once complete.
    - **DONE** – received day passes & will hand them out as needed. Candis – Follow up needed: Please request 15 day pass entries from Hilary to provide to those volunteers that are coming to work the Dairy Bar.
    - **DONE** – Printed off worker’s coupons & ready to distribute. Judeen – Follow up needed: Please update the worker’s coupon to read “Good for \$4.00” instead of the previous \$3.00. With most of our items being priced at \$4.00, it made sense to increase the amount.
    - **DONE** – sign in sheet has been created & placed in a Dairy Bar binder for everyone to sign in. We also have a copy of our license in here as a reference point. Candis or Judeen – Follow up needed: Please create a Sign-In sheet for the Dairy Bar so we can provide that to the insurance with our total count of volunteers.
    - **DONE** – Follow up needed: Please reference the Dairy Bar attachment to find what needs to be picked up yet & by who.
    - **DONE** – the kitchen has been cleaned. Follow up needed: Kitchen will be cleaned August 4<sup>th</sup> at 9 am. Is anyone available to help?
    - Talked about placing 4 to 5 orders of pretzels & nachos in the warmer & then adding the cheese as the order is received.
    - Walking Taco orders
      - Order taker – Be specific on what is wanted on the taco
      - Adult should review order before going out to ensure nothing extra was added

- Need someone to take home the towels & aprons to wash on a nightly basis. Please reference the revised 2023.08.07 Dairy Bar Operating schedule for a listing.
- Need to finish cleaning
- Will come & clean Monday, August 14<sup>th</sup> at 4:30 pm – Chris, Michelle, Amanda, & Krissy. We will also take a final inventory count so we know what we need to get for next year.
- What do we do with leftover food & soda? We will decide that once we see what we have. We will save the soda & water for another event.
- Need to add TTX to the sponsor listing as they donated chips & nacho cheese left over from their company picnic
- 2 additional crock pots were purchased for \$40.00 on a WalMart special.
- **Judeen - Follow up needed**: please print off the Cash Register instructions & laminate them so we can post them near the cash register.
- Awards Presentation – Sunday, August 13, Dairy Barn around 12:45 ish
  - Judeen as a quick summary of each winner for Theresa or Krissy to read off regarding their awards & accomplishments.

8) Next Meeting Date – August 22, 2023 at 6 p.m. at the Fairgrounds.

9) Adjourn @ 7:35 pm to clean & organize the Dairy Bar

a) Motion to approve – Amanda

b) Second to approve - Chris